MANTS Exhibitor Package

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Mid-Atlantic Nursery Trade Show, Inc.

Show Information and Exhibit Specifications

Show Dates: January 11 – 13, 2012

Move-In: January 9th and 10th **Move-Out:** January 13th (after show closes)

Location: Baltimore Convention Center
One West Pratt Street
Baltimore, Maryland 21201

Show Office Phone # *(beginning Monday, January 3):* 410-649-7480

All MANTS Exhibitors are furnished with:

- 8' high backing drapes and 3' high exhibit dividers – drape colors for booths numbered 1 – 2027 are royal blue and white, booths numbered 2100 – 3200 are hunter green and white
- Two (2) free registrations for each booth purchased
- Carpeting of all exhibit hall aisles
- Exhibit booth sign which includes firm name and booth number(s)
- One (1) waste basket for each booth
- MANTS provides security in the exhibit halls at night and during show hours

Five Star Convention Decorating, Inc. (www.fivestarcd.org) is the exclusive provider of decorating services to MANTS exhibitors and the **Baltimore Convention Center** (www.bccenter.org) contracts for all utility (power, water), Telecom and AV Rental services to MANTS exhibitors. Please see **page 9** of this package for decorating information and **page 13** for utility and A/V ordering information.

Exhibitors Shall:

- **NOT** mark, paint, drill into or in any way mar or deface any part of the Baltimore Convention Center (hereafter referred to as the Center);
- **NOT** display or erect any lettering, signs, pictures, notices or advertisements upon any part of the outside or inside of the Center;
- **NOT** make any alterations or improvements in or to the Center or any part thereof;
- **BRING** articles, fittings, materials, and equipment into and out of the premises only at entrances and exits designated by the Center;
- **Comply with and understand that** the total number and weight of vehicles entering the Center at any one time shall be conclusively determined by the Center; **NO** gasoline, acetylene, or any other combustibles will be permitted in the Center without prior approval of the Center; **All** decorations and other combustible materials must be flame proofed and a flame proofing certificate acceptable to the Center must be furnished;
- **Review the Baltimore Convention Center Fire Regulations on Page 7 of this package.**

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Trade Shows versus Public Shows: MANTS Exhibitors are reminded that Maryland law - as in most states - draws a distinct difference between Trade Shows and Public shows. Trade shows do not require exhibitors to have traders' licenses or collect sales tax. However, exhibitors at trade shows may not sell *"across the counter."* Trade show sales are typically those where exhibitors sell for the future delivery of materials in wholesale amounts. The sole exemption to this is the on-site sale of materials in a booth display at the close of the show. *Anyone selling or buying the contents of another booth may not remove any contents of the sold or purchased booth until the show closes*.

Exhibitors and Attendees are Prohibited from walking through the exhibit halls to distribute literature to other exhibitors or leaving literature in unoccupied booths. Further, selling of any product, item or service in the exhibit hall aisle ways is also prohibited. If you see anyone in violation of these rules, please report this activity to the MANTS show office immediately. Third party or after-the-fact reports make enforcing compliance very difficult.

Pre-Registration and Hotels: MANTS exhibitors receive their Housing and Pre-Registration materials ahead of attendees and other groups. Last year, we welcomed over 10,400 paid registrants and booked almost 5,000 room nights. Be an early-bird; book your hotel of choice and pre-register all of your attendees, on-line at www.mants.com

Business Center: Fax, photocopying, internet access and UPS and Federal Express shipping will be provided by the Convention Center Business Center located in the Pratt Street Registration Lobby.

Food Service: Exhibitors may offer complimentary food service in their booth. However, all food service must be provided by Centerplate, the Convention Center Caterer. Please note that no alcohol sales or consumption is permitted in the exhibit halls at MANTS. Centerplate's representative for MANTS is Marsha Pratt and she may be reached by calling 410-649-7009 or by e-mailing her at marsha.pratt@centerplate.com

Need More Information: If your questions are not answered in this Exhibitor Package or you require additional information, please visit our website at www.mants.com or contact us at:

Mid-Atlantic Nursery Trade Show, Inc.
P.O. Box 818
Brooklandville, MD 21022

Phone: (410) 296-6959 or (800) 431-0066
Fax: (410) 296-8288
E-Mail: mantsinc@aol.com

***** AFTER FRIDAY, JANUARY 6, 2012*****

DO NOT PHONE, E-MAIL or FAX the MANTS OFFICE.

YOUR MESSAGE WILL NOT BE RECEIVED.

BEGINNING MONDAY, JANUARY 9, 2012: YOU MAY ONLY CONTACT MANTS AT THE BALTIMORE CONVENTION CENTER SHOW OFFICE, 410-649-7480.

Mid-Atlantic Nursery Trade Show, Inc.

Exhibitor Guidelines

All of us at MANTS wish to thank you for cooperation, patience, and teamwork in observing the following guidelines:

1. **Exhibitors are not permitted to place booth materials outside their respective booth boundaries; placing merchandise in the aisles is against show rules and violates Baltimore City Fire Code. All booth and exhibit materials must remain inside your allotted booth space; repeated warnings may lead to expulsion from the show;**
2. **Displays and/or products are not permitted to extend above the side curtains further than five (5) feet from the back of the booth. This enables everyone to have a line of vision to all neighboring booths;**
3. **Exhibitors having an end cap must have the backdrop at least 5 feet in (towards the center of their booths) from each aisle;**
4. **Exhibitors are not permitted to work outside their purchased booth space. The aisle space belongs to the show. There will be no selling in the aisles;**
5. **The show reserves the right to determine the acceptability of sound, light, and smell;**
6. **Exhibits may extend above the eight-foot (8) back drop but must be "finished" on each side so that as not to create an eyesore for surrounding exhibitors;**
7. **Double-sided signs may not be used;**
8. **Exhibitors may not begin tearing down or removing items from their booths until the show is officially closed at 2 p.m. on Friday. Move-out begins after the aisle carpet is rolled-up and empty crates are returned to exhibitors, approximately 2 hours after the show closes;**
9. **No hard goods may be donated, nor may they be left behind for MANTS to remove. All exhibitors are responsible for their exhibit materials. MANTS reserves the right to remove non-compliant exhibitors from future shows or invoice any company for removal or cleaning services related to hard good products left behind at Move-Out;**
10. **At the close of the show, every effort is made to move-out exhibitors prior to buyers who have purchased items from the show. If you see a buyer removing items from the floor, please report this activity to a show floor representative or the show office;**
11. **Non-Compliance with any of these Exhibitor Guidelines or Fire Marshal Regulations (Page 7) may result in an exhibitor's removal from the show.**

Mid-Atlantic Nursery Trade Show, Inc.

Post Show Cleaning Instructions

Help us save you some money by reading below:

Exhibitor Compliance with the following request is essential. MANTS has long partnered with our exhibitors and accepted the responsibility for the cleaning of the halls.

MANTS still contracts, at considerable expense, to have the halls swept and cleaned and continues to rely on our exhibitors to assist us in keeping cleaning expenses controlled by using the large dumpsters for trash placed in the halls during move-out. Please police your area as you wait to move out and if you are amongst those who *"drop and run"* when the doors close, please use the trash cans in your booth and the surrounding areas to assist with this clean-up effort.

The MANTS show staff has forklifts available to haul anything heavy to the dumpsters. You can help us by putting any loose items on pallets. MANTS has and will bill non-compliant and/or negligent exhibitors for cleaning services and MANTS reserves the right to deny violators participation at future shows for gross violations of this policy**.**

Exhibitors are responsible for:

- **Removing and discarding** all unwanted plants and exhibit materials from their booths. Do not leave anything behind; (sell, donate, take it home or give it away after the show closes) but you must make the necessary arrangements or you will be billed and/or barred;
- **Removing all concrete and stone items** (fork lifts are available to assist you);
- Having someone remain with sold booths until they are moved out. **MANTS cannot and will not be responsible for anything that is left unattended after the show closes or for any material that is removed by mistake or perceived to be stolen from booths during move-out.** If you sell or giveaway your booth, please pass this information onto your buyer(s);
- **Removing Oversized Nursery Stock** - MANTS can no longer assume the responsibility for removing over-sized plant material from the show, upon move-out. However, for those exhibitors who wish to bring over-sized plant material but do not wish to take it home from MANTS, one of our exhibitors has stepped forth and requested to be permitted to procure the over-sized material and that he will take responsibility for removing it from the show. If you wish to work out an arrangement with this exhibitor, please let me know by the end of November, and I'll connect the two of you. Thank you for your understanding and compliance.

Any exhibitor who wishes to donate plants may do so by filling out and sending to us, the plant donation form from this exhibitor package. These forms are also available during MANTS at the show office and the Five Star Decorating service desk in Hall D. MANTS works with many non-profit groups who request to participate in the plant donation program. Make sure you receive a receipt for your donation. As in the past, this donation applies to plant material only; **WE CANNOT ACCEPT ANY HARD GOODS.**

If you have questions regarding our cleaning policy please see the MANTS Floor Manager, Charlie Blocher, a MANTS floor staff representative, or come to the show office. Your cooperation is greatly appreciated and benefits everyone. Thank you.

Mid-Atlantic Nursery Trade Show, Inc.

Fire Marshal Regulations

Below are the Fire Marshal's Regulations for the Baltimore Convention Center that pertain specifically to setting up an exhibit at MANTS. Exhibitor compliance with these regulations is mandatory. **Please be advised that the law in Maryland and in Baltimore City gives broad discretionary powers to the Fire Marshal**. MANTS will strictly enforce these regulations and any decision by MANTS or our designated representatives regarding these is binding and non-negotiable. We appreciate your cooperation, understanding and compliance with these regulations.

(1) **No cut trees.** While this obviously applies to Christmas trees, the fire marshal also warns against landscape material being cut instead of balled; as per section 31-1.4.5 of the NFPA 101 Life Safety Code, furnishings or decorations of an explosive or highly flammable character shall not be used. Natural cut trees as well as other Christmas decorations (wreaths, garland, etc) are strictly prohibited. Living trees in a balled condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry;

(2) Balled Christmas trees may have lights upon them;

(3) Corn stalks, straw, hay, Spanish moss, wood chips, bamboo, lumber, and similar materials may be permissible only if treated with a fire retardant and pre-approved by the Center and Fire Department. A certificate of flammability must be provided upon request of the fire prevention captain;

(4) Crates, boxes, excess literature, etc. **may not** be stored in the hall or behind exhibitors' booths; these must be stored in the loading dock areas. Contact the Five Star Decorating service desk in Hall D or contact a MANTS show representative for assistance;

(5) All draping materials must be fire resistant and a certificate of flammability must be provided upon request of the fire prevention captain. No exits may be blocked by draperies; no combustible materials, merchandise or signs shall be attached to, hung or draped over fire-resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire-resistant. Any exhibitor who places a canopy over his booth must have a fire extinguisher in the booth;

(6) No open flames for demonstration or decorative purposes will be allowed. No flammable and combustible liquids such as gasoline, kerosene, cleaning solvents and other petroleum-based materials or liquefied petroleum gasses shall be used or admitted inside the building. No compressed flammable gases such as acetylene, hydrogen or propane may be used. Cylinders or non-flammable compressed gasses shall be secured in a vertical or horizontal position depending on tank use and design, pending written approval by the Fire Prevention Captain;

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Mid-Atlantic Nursery Trade Show, Inc.

Fire Marshal Regulations

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(1) Hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc. are prohibited;

(2) All vehicles or machinery brought into the building for purposes of display shall have no more than five gallons of fuel in the tank; fuel tanks must be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Keys to all such vehicles must be kept in a common accessible location for removal from the Center in the event of an emergency. Vehicles that run on propane are prohibited in the center for display purposes with the tanks attached. You may display the vehicles without the tanks as long as they can be brought in under manual power or by gasoline. The propane tanks, empty or full, are strictly prohibited.

(3) **Balloons:** Helium balloons are permitted for display purposes, but must remain tied down and secure at all times. Exhibitors who display balloons that do *'get away'* for any reason are responsible and will be billed for the time and related costs for the removal of all balloons that do not descend from the ceiling by their own means. Exhibitors using helium must also comply with Fire Regulation (6) listed on page 7, regarding the storage of cylindrical containers and non-flammable compressed gasses. **Please note that Mylar balloons are strictly prohibited.**

The complete Baltimore Convention Center (BCC) Fire Department Regulations may be found on page 12 of the BCC Service Manual. You may download a copy at http://www.bccenter.org/downloads/files/service_manual.pdf or request a copy from the Baltimore Convention Center by calling 410-649-7000.

Save 20% on your Decorating Order by reading below

** Offer expires Nov 15th **

Mid-Atlantic Nursery Trade Show, Inc.

Five Star Convention Decorating

About Ordering Items and Services from Five Star:

Five Star Convention Decorating, Inc. is the exclusive provider of decorating services to our MANTS exhibitors. You may order tables, chairs, carpet and other miscellaneous items not included on our exhibitor specifications list *(at the top of page number 3 of this exhibitor package)* as well as order in-booth cleaning service. Any services that you want to order for your exhibit space must be acquired directly from Five Star. Five Star's decorating services package is available on-line at **www.fivestarcd.org.** Click on ***Vendor Manuals*** and then ***MANTS*** to download the entire package or the order forms you require. You may also access this link from the exhibitor tab at **www.mants.com**. To request a paper copy of the decorating package, call Five Star Convention Decorating directly at 410-239-0606 or send an e-mail to **info@fivestarcd.org** and they will be happy to send you one.

SAVE 20%: Please note that Five Star's 20% discounted prices are those listed in the manual. **These prices are available until November 15, 2011.** Any orders received after midnight on Monday, November 16 will incur a 20% surcharge to the listed price sheets. Sorry, but no exceptions, so please help us help you by ordering now.

Regarding Shipping, Handling and Freight: For companies who pre-ship exhibit materials of any kind to the show, please refer to **pages 11 and 12** of this exhibitor package for complete shipping instructions or visit the Five Star Convention Decorating website referenced above. Shipping and freight items are important to the success of the show; please give these items the attention they deserve and make the most of your show participation.

Mid-Atlantic Nursery Trade Show, Inc.

Shipping, Storage & Handling – 2012

Five Star Convention Decorating is the exclusive decorator for MANTS, and as such handles all aspects of freight shipping, storage and handling for move-in and move-out. Pre-shipping is encouraged and a great way to just walk in and set-up. Please consult the shipping information in the Five Star Convention Decorating Manual, available on-line at **www.fivestarcd.org** by clicking on ***Vendor Manuals*** and then ***MANTS.*** You may download the entire manual or just the information and forms you require. If you prefer a paper copy, please call Five Star directly at 410-239-0606 or e-mail **info@fivestarcd.org**.

While the MANTS and Five Star preferred freight carrier and warehouse is ABF, you may select any carrier you wish for the delivery and/or pick up of your materials, but you must follow the shipping instructions in the Five Star manual regardless of which carrier you choose. If you choose ABF, we have included a form in the back of this package for your convenience. ***Please note, when calling to schedule the delivery or pick-up of your freight, you must use the 800 # on this form in order to receive the MANTS special shipping rate.*** ABF will again offer special shipping rates for industry shows that follow MANTS and will have a customer service representative at the freight desk to assist you with your shipping paperwork during move-out. ABF now has a small package rate (1# to 150#) available at a flat shipping cost to save you time and the need for additional paperwork on the floor. You may use another carrier, if you like, however please note - other carriers may charge additional fees for pick up since it is a one night move-out and **shipments are not available until after 6 PM**. Please be sure to get all the facts on pricing from your outbound carrier; our intent with using ABF is to avoid those additional fees and make shipping out easy for our vendors.

****** VERY IMPORTANT - PLEASE NOTE**: ***Do Not Ship Anything Without First Reading The Five Star Convention Decorating Manual. Do Not Ship Anything Directly To The Baltimore Convention Center Unless it Meets the Instructions in the Five Star Manual.***

For Move-In: Five Star will transport all deliveries to the Baltimore Convention Center and finally to your assigned exhibit space on Monday, January 9. **Do not ship your product without reading the instructions and do not ship any items directly to MANTS.** All exhibits must be set up on Monday, January 9 from 10 a.m. to 6 p.m. or Tuesday, January 10 from 8 a.m. to 6 p.m.

For Move-Out: Exhibits may be removed after the carpet has been rolled up and empty shipping containers returned on Friday, January 13, approximately 2 hours after the close of the show. We must allow Five Star Decorating time to prepare the show floor before we begin to move-out. Move-out must be completed by 11:59 p.m. on January 13. Labor for loading is provided at no extra charge to help with move-in and move-out during the show. ***However, this does not include the labor costs associated with shipping your exhibit materials and having them delivered to and from your booth (drayage) or your pre-arranged display and packing labor.***

MID-ATLANTIC NURSERY TRADE SHOW

Freight Policy – 2012

A. Exhibitors who Hand-Carry Their Display Material

1. There will be no freight handling charges for an exhibitor to hand carry his display on to the show floor. This type of exhibitor would be a "walk-in" arriving via Pratt Street or Charles Street lobby entrances, not via convention center security. Hand-carry does not include use of nursery carts, dollies, or other tools to assist in transportation of the display materials. This is truly a category for an exhibitor who has a small pop-up type display who can carry or roll the exhibit case on to and off of the show floor.

2. If you need to ship your display from MANTS after the show, you will be subject to the policy below. Please read part B.

B. Exhibitor's Company-Owned Truck used for Move-in and Move-out:

1. There will be no freight charges incurred for any product handling for company-owned or personally owned vehicles that drive on to the show floor or stage via the dock **unless that exhibitor has items that require shipping at the end of the show**. Company-owned vehicles do include U-Haul, etc. For exhibitors that incur out-bound shipping, there will be a freight handling fee from the decorator, in addition to any shipping costs you incur. The decorator will charge a minimum fee of $100 or $50.00 per 100 pounds for this one way freight handling service. Some examples of who will incur this type of charge include:

a. An exhibitor who hand carries or brings in his display in his own personal vehicle, but then needs to ship that display to another show;

b. An exhibitor who arrives at MANTS is his company truck which contains plants, catalogs, display props such as tables and chairs, etc. This exhibitor sells his plants at the end of the show and distributes some of his catalogs but then needs to ship home the remainder of the catalogs and display props. This exhibitor will pay freight handling to Five Star for the remaining catalogs, tables, and chairs, etc. that are to be shipped out. The minimum freight handling fee for MANTS 2012 will be $100.

2. To expedite move-out, exhibitors who do have out-bound shipping are asked to fill out the required freight-handling forms from the Five Star service manual. Exhibitors are encouraged to complete their freight handling forms and pay in advance to receive the most cost savings. Registering and paying for freight handling in advance of the show is a cost savings over ordering and/or declaring your freight needs onsite.
Our manual pricing policy and deadlines:

- For items and services ordered and paid by September 15, 2011, take a 15% early bird discount from the published pre-tax prices.
- For items and services ordered and paid between September 16 and November 15, 2011, pay the fees published in this manual.
- For items and services ordered and paid after November 15, 2011, add 20% to the pretax fees published in this manual.

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MID-ATLANTIC NURSERY TRADE SHOW

Freight Policy – 2012

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C. Hired Trucks, Common Carriers, Independent Truck Lines, UPS, FedEx, etc. used for Move in and Move out.

1. There will be freight handling charges for any common carrier or non-exhibitor owned vehicle that stages through the dock, for all non-plant material. Exhibitors should not combine plant and non-plant material on the same pallet. Pallets that contain combined plant and non-plant material will be considered all non-plant and the whole pallet subject to freight handling weight.

2. Should your product be of considerable weight, such as concrete, pavers, or pottery, contact Five Star, as a freight handling discount may be applicable.

3. Exhibitors are encouraged to complete their freight handling forms and pay in advance to receive the most cost savings. Paying for freight handling in advance of the show is a cost savings over ordering and/or declaring your freight needs onsite.
Our manual pricing policy and deadlines:

- For items and services ordered and paid by September 15, 2011, take a 15% early bird discount from the published pre-tax prices.
- For items and services ordered and paid between September 16 and November 15, 2011, pay the fees published in this manual.
- For items and services ordered and paid after November 15, 2011, add 20% to the pretax fees published in this manual.

4. Freight handling fees are based on the total weight of your non-plant shipment and will be charged at the minimum rate of $100 or $75.00 per 100 pounds for round trip service and handling of all empty containers.

D. Extended Fork Life Service

Exhibitors that require extended time in freight handling or fork lift service, i.e. a more elaborate display in the lobby, or prolonged need for positioning of display material, will be charged for freight handling of exhibit and non-exhibit product. The fee will be $225.00 per hour or any portion of an hour.

Mid-Atlantic Nursery Trade Show, Inc.

Utility, Telecommunication and Audio Visual Service

If you require any kind of Utility (electrical, air, water or drain) or Telecommunication services in your booth, you must order directly from the exclusive contractors associated with the Baltimore Convention Center. Audio Visual Service is also available through the center. Details on how to order are outlined below. Order forms are also available in the back of this package.

Electrical/ Air/ Water/ Drain is handled by Edlen Electrical Exhibition Services. To place your order online, go to **https://ordering.edlen.com** and use the password **012013BA** to log-in. **Please Note:** Edlen has created one form for electrical and water service and the pricing has been revised for 2012. Should you have any questions or need to speak to someone regarding electrical or water service, please call Edlen directly at (410) 649-7321 or email **baltimore@edlen.com**.

Telecommunications *(except for wireless internet service)* is handled by M.C. Dean. To place your order online, go to **https://bcc.mcdean.com/bcc/pub/login.oss**; order by December 16, 2011 for discount pricing. If you prefer faxing, a copy of the telecommunications order form is in the back of this exhibitor package. Should you have any questions or need to speak to someone regarding telecom service, please call Martin Husbands at (410) 649-7097 or email **Martin.Husbands@mcdean.com**.

Wireless Internet Service is now available on the show floor directly through MANTS as we were able to negotiate substantially lower rates than in the past. The cost has decreased by 650% and is now available at $150 per connection. Please use the faxable order form in the back of this exhibitor package to order wireless internet access. Should you have any questions regarding wireless internet service, please call us at (800) 431-0066 or email **mantsinc@aol.com**.

Audio Visual Equipment and Service is handled by Projection Presentation Technology. Please use the faxable order form which may be downloaded from the BCC website at **http://www.bccenter.org/downloads/files/projection_order_form.pdf**. Should you have any questions or need to speak to someone regarding audio visual equipment or service, please call Projection Presentation Technology at (410) 649-7314 or email **exhibits@projection.com**.

Mid-Atlantic Nursery Trade Show, Inc.

Move-In and Move-Out

Move-In: Monday, January 9: 10 a.m. – 6 p.m. & Tuesday, January 10: 8 a.m. – 6 p.m.

M**ove-Out:** Friday, January 13: beginning after the show closes at 2:00 p.m.

Staging Information: PLEASE Read carefully as this is extremely important

All staging for MANTS Move-in/Move-out will be conducted from Lot H at M&T Bank (Ravens) Stadium. Items listed below apply to **ALL** exhibitor vehicles - No Exceptions.

Move-In:

1. Move-In is Monday and Tuesday, January 9 & 10. The staging lot opens by 6:00 a.m;
2. As you enter the staging lot, a MANTS representative will identify your vehicle by booth number and direct you to the appropriate staging lane;
3. Every driver of every vehicle is required to accurately complete the ***MANTS Staging and Loading Dock Security Pass*** which will be provided by a MANTS representative. **For security reasons,** once this pass is checked and initialed by MANTS, **this pass must be displayed on the dashboard of your vehicle at all times.** This pass and a valid driver's license must be presented to security when you reach the Baltimore Convention Center;
4. Security requires us to issue vehicle occupants a temporary MANTS badge which must be worn to enter and remain inside at the Convention Center. This is strictly enforced by security. Directions to Staging, parking and the Convention Center are on pages 26 - 31;
5. ***Very Important:*** For vehicles allowed on the show floor, ***once you enter the Convention Center, you must unload quickly and move your vehicle(s) to an outside public parking lot; we recommend lot C at Oriole Park where the rates are lowest and our shuttle runs during staging hours. Vehicles may not remain on the show floor or be left unattended, while you set up your booth, register or pick up your badge***. This will be strictly enforced;
6. ***Daily and Overnight Parking Costs and Information for Lot C:*** **Daily Parking Cost for Cars ONLY,** Monday - Friday up until 10:00 a.m. is $8.00 and $10.00 after 10:00 a.m., Monday - Friday and all day Saturday and Sunday. **For Oversized Vehicles** (which must be parked on Lot C)**, Daily and Overnight Parking Rates are**: $25.00/Daily and an additional $35.00/Overnight per night for a total of $60 per day/night, 24 hour cycle. Rates may change without notice;
7. MANTS runs a shuttle service during staging hours, 10:00 a.m. until 6:30 p.m. on Monday, January 9 and 7:00 a.m. until 8:00 p.m. on Tuesday, January 10. The shuttle runs a circular route from the Staging Lot (lot H) to the Baltimore Convention Center (Security/Loading Dock Entrance) and onto our daily and overnight parking (lot C). The shuttle will run this same route from 7:00 a.m. until 8:00 p.m., or as needed, during move-out on Friday, January 13.

Mid-Atlantic Nursery Trade Show, Inc.

Move-In and Move-Out

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Move-Out:

ALL Vehicles must report to the Staging Lot, lot H at M&T Bank (Ravens) Stadium, on Move-Out Day. NO EXCEPTIONS.

1. On Friday, January 13, the staging lot opens and the shuttle begins running at 7:00 a.m. As in previous years, MANTS closes at 2 p.m. and Move-Out begins after our aisle carpet is rolled up and empty containers are returned, roughly 2 - 3 hours after the show closes; Please **DO NOT** make travel arrangements within hours of show closing, as it takes several hours to disburse all the show traffic. Having immediate travel arrangements creates a lot of stress for everyone;

2. As you enter the staging lot, a MANTS representative will identify your vehicle by booth number and direct you to the appropriate staging lane;

3. Every driver of every vehicle is required to accurately complete the ***MANTS Staging and Loading Dock Security Pass*** which will be provided by a MANTS representative. **For security reasons,** once this pass is checked and initialed by MANTS, **this pass must be displayed on the dashboard of your vehicle at all times.** This pass and a valid driver's license must be presented to security when you reach the Baltimore Convention Center;

4. In order to expedite move-out and loading, some exhibitor vehicles may be permitted to drive onto the show floor. **However,** vehicles will not be permitted on the floor until all booth materials are packed and organized for rapid loading. Trucks will not be allowed to park on the exhibit floor for long periods as they impede traffic and hinder MANTS' floor staff. For the convenience of all exhibitors, please be prepared to load or be loaded when your time comes.

We recognize that Move-Out may take longer for some than others and therefore ask all exhibitors and drivers of exhibitor vehicles for their cooperation in following these guidelines. If you have any questions or an issue arises during move-in or move-out, please see a MANTS staging lot or floor staff representative. Staging and loading will run smoothly and be successful if we all work collaboratively and use good communication, patience and teamwork. **Please DO NOT make travel arrangements** within hours of show closing; as it takes hours to disburse all the show traffic. Having immediate travel arrangements only makes for a stressful situation for everyone.

Please Note: All exhibits must be set up on Monday, January 9, from 10 a.m. to 6 p.m. or Tuesday, January 10 from 8 a.m. to 6 p.m. Exhibits may be removed on Friday, January 13, after the aisle carpet is rolled up and empty shipping containers disbursed. We must allow Five Star Decorating time to roll-up the carpet before we can move-out. Move-out must be completed by 11:59 p.m. on Friday, January 13.

Mid-Atlantic Nursery Trade Show, Inc.

Schedule of Events - 2012 *

All meetings are held in the Baltimore Convention Center (BCC) unless otherwise stated in *"italics"*

TUESDAY, JANUARY 10

10 AM – 6 PM	**Shuttle Bus runs from Lots H to C to BCC**
11 AM - 5 PM	**PRATT STREET REGISTRATION LOBBY DESK OPEN**

WEDNESDAY, JANUARY 11

6:30 AM – 6:30 PM	**Shuttle buses run from Lot C to BCC**
7 AM - 9 AM	**Annual Meeting of the Maryland Nursery and Landscape Association;** Pre-registration required thru MNLA; Room 337
8 AM - 5 PM	**PRATT & CHARLES REGISTRATION LOBBIES OPEN**
9 AM - 5 PM	**EXHIBIT HALLS OPEN**
6:00 PM - 8 PM	**VNLA RESEARCH RECEPTION AND CHARITY AUCTION** Tir Na Nog Irish Pub in Harbor Place

THURSDAY, JANUARY 12

7 AM – 6:30 PM	**Shuttle buses run from Lot C to BCC**
7 AM - 9 AM	**Annual Meeting, Virginia Nursery and Landscape Association;** Pre-registration required thru VNLA; *Sheraton Inner Harbor*
8 AM - 9 AM	**Annual Meeting; West Virginia Nursery and Landscape Association;** Room 330
8 AM - 5 PM	**PRATT & CHARLES REGISTRATION LOBBIES OPEN**
9 AM - 5 PM	**EXHIBIT HALLS OPEN**

FRIDAY, JANUARY 13

7 AM – 3 PM	**Shuttle buses run from Lot C and H to BCC**
3 PM – 8 PM	**Shuttle Bus runs from Lots H to C to BCC**
8 AM - 2 PM	**PRATT & CHARLES REGISTRATION LOBBIES OPEN**
9 AM - 2 PM	**EXHIBIT HALLS OPEN**

** The Show Management Office, on the 2nd floor of the Pratt Street Lobby, opens to exhibitors daily at 7:15 a.m.*

*** For your convenience during show hours, the business center located in the Pratt Street Registration Lobby is available for copier, and fax and internet services. Food service is available throughout the show in the exhibit halls and in the Charles Street Lobby. Wireless Internet hot spots are located at Starbucks (next to3rd floor registration) and the 3rd floor coffee shop located above the Charles Street Lobby.*

Exhibitor Pre-Registration

Instructions for Registering On-Line

For exhibitors who wish to register booth staff and guests on-line for MANTS 2012:

1. Go to www.mants.com and select the *Exhibitor* tab at the top of the page;

2. Select the *Register an Exhibitor* tab;

3. Select your Company name from the drop-down list;

4. **Enter the Primary Contact's E-mail Address and the password.** If you do not know your password, select ***'Forgot my Password'*** and it will be sent to your e-mail address. MANTS does not keep a list of passwords;

5. **Pre-register through December 2, 2011 for $10.00**; Registrations received after are $15.00. Registrants processed before Friday, December 2 will receive their badges in the mail; **registrants processed after 12/2,** will pick up their badges in the 3d floor Pratt Street registration lobby, during the show;

6. Remember also to:
   - Complete and confirm your decorating and shipping orders with Five Star;
   - Make your hotel reservations;
   - Complete your utility and A/V order forms;
   - If you are flying to MANTS, book your discounted shuttle service on the exhibitor page at mants.com;
   - Register for the VNLA Research Auction;
   - Visit www.baltimore.org for restaurant coupons and information on local attractions – plan to come early or stay late and take advantage of everything Baltimore has to offer;
   - Have a great holiday and know that we look forward to seeing you in January 2012!

Use Form on Page 18, If You Do Not Wish To Register On-Line

EXHIBITOR PRE-REGISTRATION FORM – FOR MANTS 2012 ONLY

Use This Form, Only If You Do Not Wish To Register On-Line

PLEASE TYPE OR PRINT:

Company Name: _____

Primary Contact Name: _____ *(please list all show registrants below and note that primary contact must also be listed if attending)*

Company Address: _____

City: _____ **State:** _____ **Zip:** _____

E-mail:_____ **Telephone Number:** _____

Please register the following persons: *(Children 17 and under, and accompanied by their parent, are free, but you must give us their names and indicate their age.)*

_____ _____

_____ _____

_____ _____

Total Number of Registrations: _____ **Total Registration Fee:** _____
(Over two per booth @ $10.00; after December 2 - $15.00)

VLNA Research Auction Tickets *(January 11)*: _____ **Total Fee *(at $70 each):*** _____

Total Registration and Reception Fees Submitted: _____

Payment Type (√ one): MC: _____ VISA: _____ Personal Check: _____

Credit Card Number: _____

Expiration Date: _____ Security or 3 digit Code (from back of card): _____

Signature (as it appears on card): _____

Please fax credit card payments to: (508) 743-9658,

Or mail registration forms with payment to:
MANTS, c/o CDS
107 Waterhouse Road
Bourne, MA 02532

Sorry, No Telephone Registrations. No Refunds.

On occasion, show management takes promotional photos of event related activities. Your registration at MANTS is considered permission for us to use your likeness in such photos.

Mid-Atlantic Nursery Trade Show, Inc.

Lead Retrieval Information

About Ordering Lead Retrieval from CDS:

Convention Data Services (CDS) is the exclusive provider of on-line and on-site registration services to MANTS which includes the rental of **Lead Retrieval** units.

Lead Retrieval is a means to capture and follow-up on sales leads generated at MANTS. Industry data shows that sales leads that are not followed up on are mainly due to an ineffective lead management system.

Effective lead management allows an exhibitor to take advantage of tools to help them learn more about each attendee/company that visits their booth. **Lead Retrieval** helps exhibitors gather useful buying demographics from sales leads. **Lead Retrieval** systems are available in a variety of options some of which allow for customizing the data that they collect. **Lead Retrieval** systems provide exhibitors the ability to measure results and CDS offers several options to help you meet your objectives.

There are two ways to order a lead retrieval unit through CDS. Go to **www.mants.com**, click on ***Exhibitor*** and scroll down to ***Lead Retrieval*** to access the ordering page for MANTS. Please enter the **show code MANT012** to enter the site. Or, you can access the ordering page by going to **www.xpressleadpro.com** and enter the **show code MANT012** to proceed.

If you have questions, want more information or just wish to speak with someone in person about Lead Retrieval, a CDS representative may be contacted at 800-746-9734.

All lead retrieval sales and on site distribution and service is coordinated by Convention Data Services. CDS may be contacted on-site by visiting them in the Pratt Street Registration Lobby which is located on the third floor of the Baltimore Convention Center.

Mid-Atlantic Nursery Trade Show, Inc.

Hotel Information & Rates

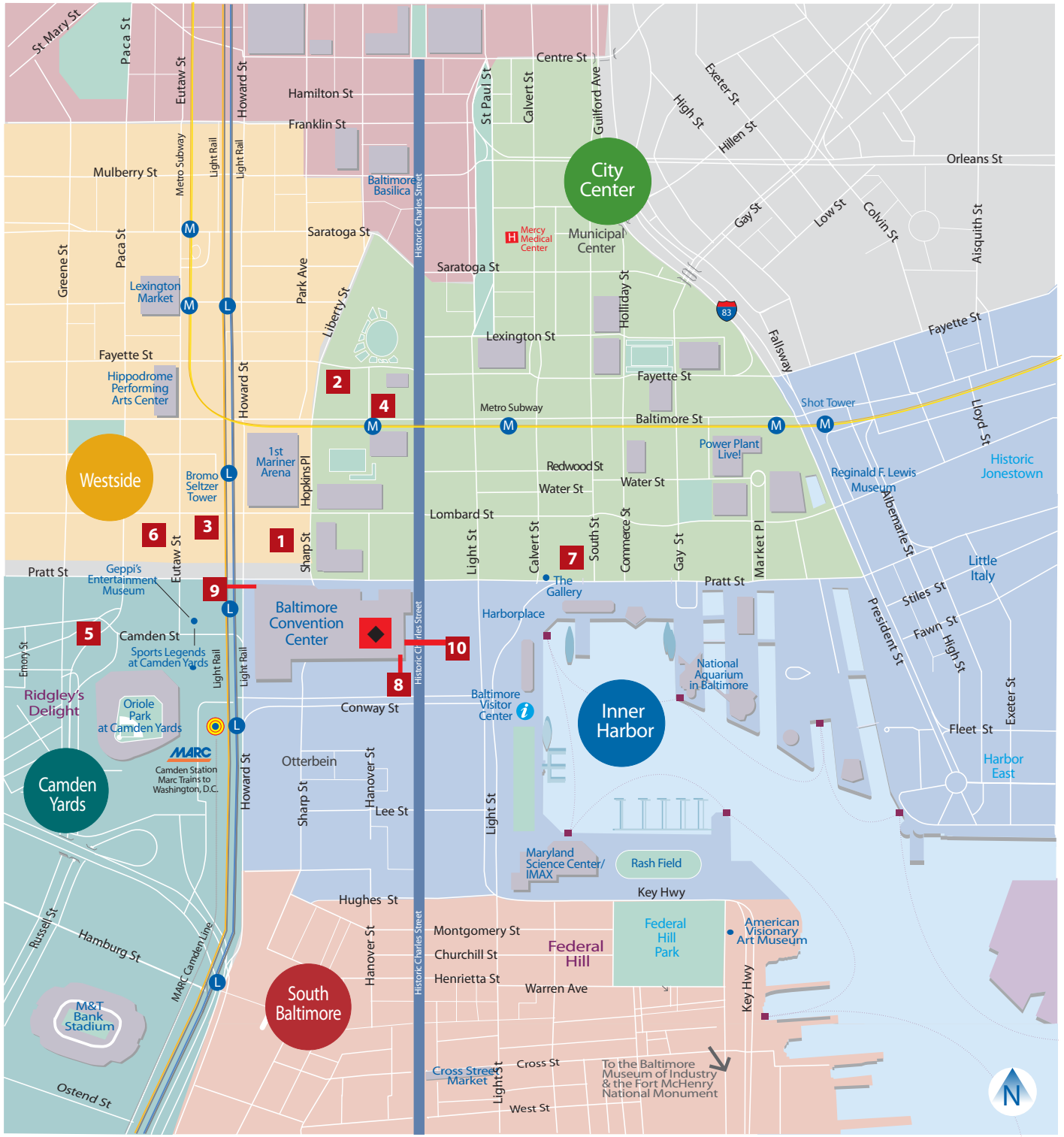
As a courtesy, MANTS provides exhibitors in good standing their registration and hotel booking information before attendees. Make your reservations on-line at www.mants.com by clicking on Exhibitor, by using the Housing Bureau Reservation form (Page 23) or by calling the Housing Bureau at 1-800-282-6632. In either case, just follow the instructions for reserving your room.

In order to be guaranteed your hotel of choice at the prices listed below, hotel reservations for MANTS should be made as soon as possible and must be made through the Visit Baltimore Housing Bureau. **While hotel rooms may be booked up until Wednesday, January 4, 2012, the hotel room cancellation policy goes into effect on Friday, December 16, 2011.**

Hotel Room Cancellation Policy: *Hotel room reservations cancelled after the Friday, December 16, 2011 cut-off will be charged a $50 cancellation fee. Cancellations made after Wednesday, January 4, 2012 will forfeit the one night's room plus tax deposit to the hotels. Rebooking at another hotel does not change the cancellation policy. No-shows will also forfeit the deposit to the hotels.*

Please see the map on page 21 for a list of our MANTS registered hotels. The number preceding each hotel name identifies the location of the hotel on the map. The reservation form with instructions can be found on Pages 22 and 23.

	Hotel	**Flat Rate (Single or Double)**
1.	Days Inn Inner Harbor	102.00
2.	Sheraton City Center	104.00
3.	Holiday Inn Inner Harbor	107.00
4.	Radisson Plaza Hotel	107.00
5.	Hampton Inn Camden Yards	109.00
6.	Baltimore Marriott Inner Harbor	125.00
7.	Renaissance Harbor Place Hotel …**NEW 2012 RATE**	**129.00..... WAS** 139.00
8.	Sheraton Inner Harbor	150.00
9.	Hilton Baltimore Convention Center Hotel	152.00
10.	Hyatt Regency Baltimore	155.00



MANTS Hotels and Rates for 2011 & 2012

1. Days Inn Inner Harbor Hotel
2. Sheraton Baltimore City Center Hotel
3. Holiday Inn Inner Harbor
4. Radisson Plaza Lord Baltimore Hotel
5. Hampton Inn at Camden Yards
6. Baltimore Marriott Inner Harbor Hotel at Camden Yards
7. Renaissance Harborplace Hotel
8. Sheraton Inner Harbor Hotel
9. Hilton Baltimore Convention Center Hotel
10. Hyatt Regency Baltimore

◆ Convention Center

Visit Baltimore™

© Downtown Partnership of Baltimore

MID-ATLANTIC NURSERY TRADE SHOW

Baltimore, Maryland
January 11 – 13, 2012

HOTEL RESERVATION FORM

Housing for the MANTS meeting will open on September 13, 2011

RESERVATIONS

To reserve a room for MANTS, choose ONE of the following methods:

By Internet: go to www.mants.com, select Exhibitor and then On-line Hotel Reservations;

By Telephone: Call the Housing Bureau at 800-282-6632 (toll free) or 410-837-4636 (for international calls). Housing bureau hours are Monday-Friday, 8:30am-5:30pm E.S.T;

By Fax: Complete the Housing Form ***(Page 23 of this manual)*** and fax it to 410-659-8398 (toll-free).

CONFIRMATIONS

The Visit Baltimore Housing Bureau will send you a reservation confirmation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax, or mail within 14 days after sending your request; contact the housing bureau directly at the numbers listed above.

ROOM RATES/TAXES

In order to take advantage of the special MANTS rates, be sure to book your reservation by Wednesday, January 4, 2012. After that date, the official MANTS blocks will be released and the hotels may charge significantly higher rates. All rates are per room night and are subject to a 15.5% tax (subject to change). Some hotels may charge additional fees for rooms with more than one occupant. When using the faxable Housing Form ***(Page 23 of this manual)*** to make reservations, please provide your room and bedding preferences in the Special Request section. The hotels will assign specific room types upon check in, based upon availability.

DEPOSITS

All hotels require a credit card guarantee or check deposit of one night's room and tax with each reservation request. Requests received without a credit card guarantee or check deposit will be returned. Please fill out the credit card information entirely or mail a check payable to the "Visit Baltimore Housing Bureau."

HOTEL ROOM CANCELLATIONS

While hotel rooms may be booked up until Wednesday, January 4, 2012, the hotel room cancellation policy goes into effect on Friday, December 16, 2011.

HOTEL ROOM CANCELLATION POLICY*:*

Hotel room reservations cancelled after the Friday, December 16, 2011 will be charged a $50 cancellation fee. Cancellations made after Wednesday, January 4, 2012 will forfeit the one night's room plus tax deposit to the hotels. Rebooking at another hotel does not change the cancellation policy. No-shows will also forfeit the deposit to the hotels.

(Reservation Form on Page 23)

MANTS Housing Request Form

USE THIS FORM FOR MAILING OR FAXING ONLY - PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED. DO NOT SEND THIS FORM TO THE MANTS OFFICES.

Please provide the information requested below:

Arrival Date: _____ **Departure Date:** _____

Hotel Selection: *(List three choices in order of preference):*

First: _____ **Second:** _____ **Third:** _____

Reservations are processed on a first come, first served basis. If all three requested hotels are unavailable, do you want this reservation processed according to:

_____ **Comparable room rate** _____ **Proximity to conference site**

Room Type:

 # Adults to occupy room: _____ **# beds requested in room:** _____

List all room occupants *(if children, list names and ages)*:

_____ _____

_____ _____

____**Non-smoking room requested** _____**Special Needs:** _____

Send Confirmation To:

Last Name: _____ **First Name:** _____

E-mail Address: _____

Daytime Phone: _____**Fax:** _____

(If number is not within the US, please provide the ENTIRE number the US will need to dial to reach you)

Company/Institution (if applicable): _____

Address: _____

City/State/Province: _____

Zip/Postal Code: _____ **Country:** _____

Deposit Information: All hotels require a credit card guarantee or check deposit of one night's room and tax with each room requested. A separate form and check/payment is required for each hotel being used.

Payment Information:

Credit Card ***(please check one)***: _____American Express _____MasterCard _____Visa _____Other

Account number: _____ Expiration Date: _____

Name of Card Holder: _____ 3 Digit Code: _____

Please make checks payable and fax to 410-659-8398; Or, Mail your form(s) and payment to:

Visit Baltimore/MANTS Housing, 100 Light Street, 12th Floor, Baltimore, MD 21202

Mid-Atlantic Nursery Trade Show Sponsorship Form
January 11-13, 2012

YES, I/We wish to become a sponsor or renew our MANTS Sponsorship for 2012. The benefits associated with each of our sponsorship categories are listed on the back of this page:

Company Name: _____

Contact Person (PRINT): _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email Address: _____

Company Website Address: _____

Sold CHARLES STREET LOBBY (CSL) SPONSOR *(includes up to 900 sq. ft of exhibit area[i] & sponsorship)*

_____ ***INTERNET CAFÉ SPONSOR – 2 Available*** - $2,500 each

_____ ***GOLD SPONSOR*** *- $1,350*

_____ ***HOTEL KEY CARD*** *- $850*

_____ ***LANYARDS FOR NAME BADGES*** *- $850*

_____ ***GUEST BAG SPONSOR*** *- $850*

_____ ***SILVER SHOW SPONSOR*** *- $850*

_____ ***INTERIOR PLANTINGS SPONSOR*** *- $850 (Recognition in Main Registration and Lower Pratt Lobbies)*

_____ ***SHUTTLE BUS SPONSOR - $350*** *(includes recognition on all buses and all other sponsor recognition)*

_____*BENCH SPONSOR - $250 first year; $50 each additional year*

_____ ***CARVILLE M. AKEHURST MEMORIAL SCHOLARSHIP SPONSOR - $150***

_____ ***I MIGHT HAVE AN IDEA & WISH TO DISCUSS IT*** *- $0 (no charge for creative thinking)*
We appreciate creative thinking and are happy to discuss any unique sponsorship ideas you may have.

Payment Information:

_____ Enclosed is a check for the amount of $_____ for our MANTS Sponsorship

_____ Please charge my credit card for our MANTS Sponsorship: _____Master Card _____Visa

Credit Card No: _____ Expiration Date: _____

Billing Address of Card: _____

_____3 Digit Security Code: _____

Signature: _____ Print Name: _____

Please return this form with your check or credit card info to:

Or, fax your credit card info to 410-296-8288

MANTS Sponsorships
P. O. Box 818
Brooklandville, MD 21022

Benefits of being a MANTS Sponsor

In addition to the published name recognition listed below[i], our MANTS:

Charles Street Lobby, Internet Café & Gold Sponsors receive:

- A complimentary full-page color ad with preferred placement in the MANTS Floor Plan Book;
- Company Logo listed on the MANTS website;
- Prominent listing on Sponsor Page in MANTS Floor Plan Book;
- A complimentary hyperlink from the MANTS sponsorship page to your website.

Silver Level Sponsors receive:

- A complimentary full-page black and white ad in the MANTS Floor Plan Book;
- Company Logo listed on the MANTS website;
- Prominent listing on Sponsor Page in MANTS Floor Plan Book;
- A complimentary hyperlink from the MANTS sponsorship page to your website.

All MANTS Exhibitor Sponsors receive published name recognition, including[ii]:

Company Name Listing in MANTS Floor Plan Book (7,750 printed annually)

Company Name Listing on MANTS Website Sponsor Page

Company Name Listed on event signage recognizing MANTS Sponsors

Sponsor Sign Recognizing your Company for Inside Booth (bench sponsor signs are on bench)

Sponsorship Name Bade Ribbons (2 per booth with more available upon request)

MANTS was founded on and remains committed to the philosophy of being exhibitor focused and to that end, we invite our current and future sponsors to share any feedback on our sponsorship program. If you wish to discuss any of the sponsorship opportunities listed or if you wish to discuss a creative or unique sponsorship idea, please call us at 800-431-0066.

ALL SPONSORS – Please E-Mail a JPG of Your Company Logo to MANTSINC@AOL.COM

Thank you for choosing MANTS - T*he Masterpiece of Trade Shows™*

SAVE-THE-DATE FOR MANTS 2013: JANUARY 9 - 11
at the Baltimore Convention Center

[i] 900 Sq. Ft exhibit area in one of two lobby locations pending MANTS, BCC and Fire Marshall approval
[ii] Where only one sponsorship is available, previous year sponsors are given first right of refusal to renew sponsorship and please note that with Hotel Key Cards, Lanyards and Guest Bags additional production expenses do apply – call for details
[iii] All monies go directly to the Akehurst Memorial Scholarship at HRI and donors are listed on Scholarship Page in FPB
iv Sponsors who are not paid or enroll after Friday, October 28, 2011 may miss some published recognition
v MANTS reserves the right to change or withdraw any listed recognition and in such cases all sponsors will be notified

Parking Information for Lot C

Daily and Overnight Rates

About Parking on Lot C: The parking rates on Lot C at Oriole Park at Camden Yards (see map next page) are the most cost effective parking rates that we could find. The rates are set by the lot owners and MANTS has no ability to affect these rates. The rates listed are the lot rates at the time this information is published and may change without notice. Lot C is one of the stops along our free shuttle route. The shuttle schedule for move-in and move-out can be found on the bottom of page 14. The shuttle schedule for show hours is on page 16.

For Cars ONLY - Daily Parking Rates:

Monday - Friday up until 10:00 a.m. is $8.00

After 10:00 a.m., Monday - Friday and all day Saturday and Sunday is $10.00

For Oversized Vehicles - Daily and Overnight Parking Rates:
(Oversized Vehicles must be parked on Lot C)

Daily Rate: $25.00

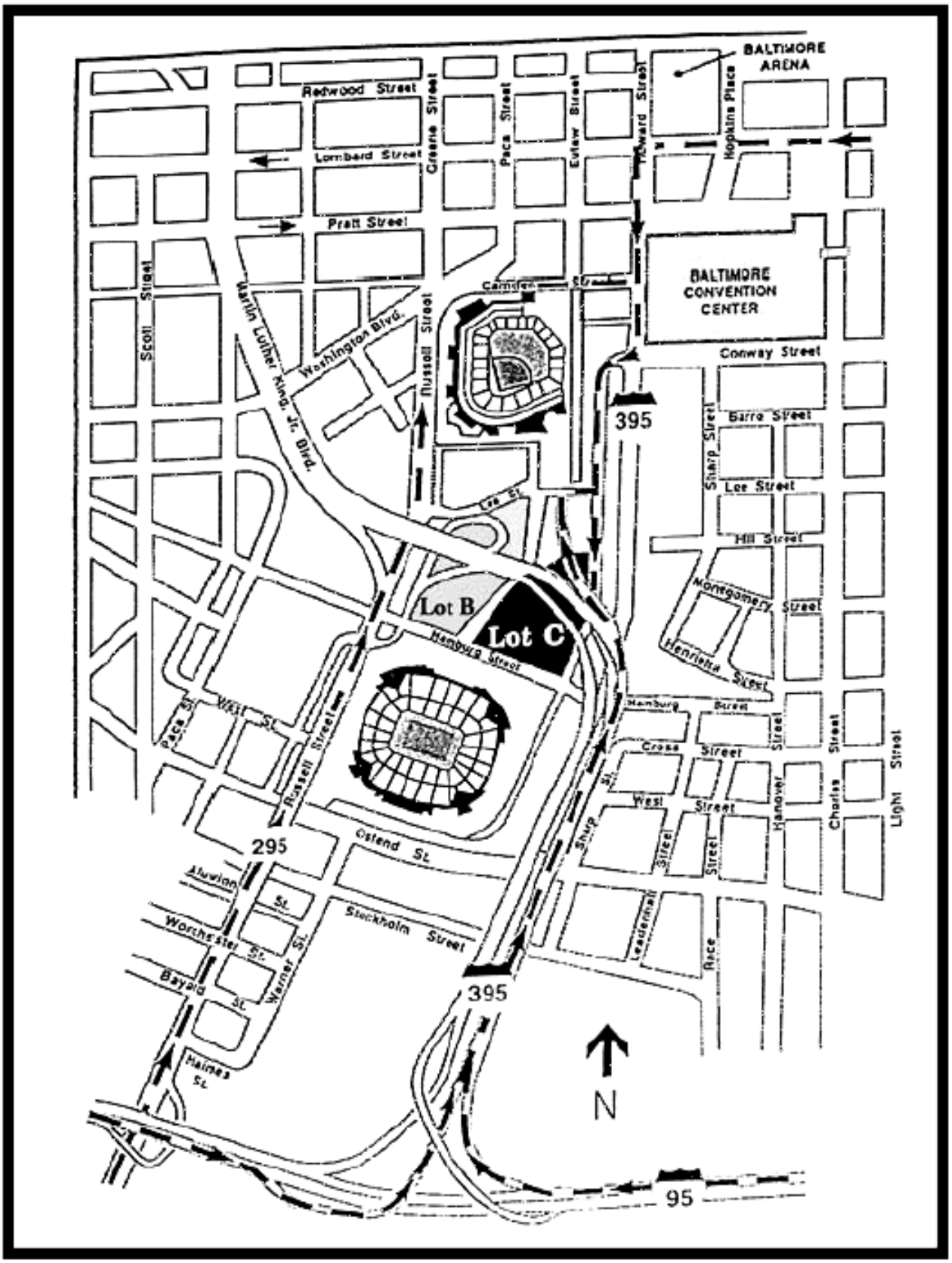
Overnight Rate: $60 per day/night, 24 hour cycle; this rate is calculated using the daily rate of $25 plus an additional $35.00 per night for a total of $60.

Directions to Lot C *(see map on Page 27):*

Lot C is located on West Lee Street between Oriole Park at Camden Yards and M&T Bank (Ravens) Stadium and Parking on Lot C is available 24/7. To enter the lot, please follow instructions at the entry gate in order to obtain a ticket and once on the lot, please park your vehicle on the southern most portion of Lot C (closest to M&T Bank Stadium). Any violators of this will be ticketed and are subject to being towed at owners' expense. In order to exit the lot, you must either pay the attendant (if still on duty), pay at the exit with a credit card only or pay at the Pay-On-Foot machine located by the entrance of Lot C via cash or credit card. Central Parking of Maryland may be contacted during business hours and ahead of your scheduled arrival date at 410-347-9330.

For GPS Users:

Oriole Park at Camden Yards
333 West Camden Street
Baltimore, Maryland 21201


BALTIMORE ARENA
Redwood Street
Lombard Street
Pratt Street
Greene Street
Paca Street
Eutaw Street
Howard Street
Hopkins Place
Scott Street
Martin Luther King, Jr. Blvd.
Washington Blvd.
Russell Street
Camden
BALTIMORE CONVENTION CENTER
Conway Street
395
Barre Street
Sharp Street
Lee Street
Hill Street
Montgomery Street
Henrietta Street
Lot B
Lot C
Hamburg Street
West St.
Pace St.
Cross Street
Charles Street
Light Street
Hanover Street
Ostend St.
295
Stockholm Street
Leadenhall Street
Race
Warner St.
Haines St.
N
95

MID-ATLANTIC NURSERY TRADE SHOW

DIRECTIONS TO STAGING LOT H AT M&T BANK (RAVENS) STADIUM

For GPS Users, the address for M&T Bank Stadium is: ***1101 Russell Street***
Baltimore, Maryland 21230

Daily and Overnight Parking rates, directions and a map may be found on Pages 26 & 27

From the North or South on I-95

- **Follow signs on I-95 for Exit 53**, I-395 North (Downtown)
- Once on I-395 North, **keep in right two lanes** (follow sign for Russell St./MLK Blvd.)
- **Take the Russell St. exit**
- **Turn Left** at flashing light (bottom of exit ramp) and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right,** following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

From the North on I-83

- **Take I-83 southbound** into the city to the 3rd traffic light (Lombard St.)
- **Turn right onto Lombard St**. and continue to the 10th traffic light (Howard St.)
- **Turn left onto Howard St**. and continue until the 3rd traffic light (Conway St.)
- **Turn right** into the ballpark at Conway St.
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (*Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right*)
- **Go through light** at Hamburg Street and **Bear Right,** following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

(Continued on Page 29)

MID-ATLANTIC NURSERY TRADE SHOW

DIRECTIONS TO STAGING LOT H AT M&T BANK (RAVENS) STADIUM

(Continued from Page 28)

For GPS Users, the address for M&T Bank Stadium is: ***1101 Russell Street Baltimore, Maryland 21230***

Daily and Overnight Parking rates, directions and a map may be found on Pages 26 & 27

From the South on I-295 (Baltimore/Washington Parkway)/ Russell St.

- **Take I-295** / Russell Street north past the ballparks
- **Turn right onto Camden Street** and continue until it ends (Howard St.)
- **Turn right onto Howard St**. (keep right) and continue to the next traffic light (Conway St.)
- **Turn right** into the ballpark at Conway St.
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right,** following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

Staging Lot Shuttle: MANTS runs a shuttle service during move-in from 10:00 a.m. until 6:30 p.m. on Monday and 7:00 a.m. until 7:00 p.m. on Tuesday; the shuttle runs a circular route from the Staging Lot (lot H) to the Baltimore Convention Center (Security/Loading Dock Entrance) and onto our daily and overnight parking (lot C). The shuttle will run this same route from 7:00 a.m. until 8:00 p.m. during move-out on Friday.

Parking Information for Staging: Daily and overnight parking rates for cars and over-sized vehicles as well as directions and a map to Lot C at Oriole Park at Camden Yards may be found on pages 26 and 27 of this manual. The best rates we have found are on Lot C at Oriole Park at Camden Yards located right across the street from the Baltimore Convention Center.

Please note that parking rates are subject to change without notice.

MID-ATLANTIC NURSERY TRADE SHOW

DIRECTIONS FROM STAGING LOT H TO THE BALTIMORE CONVENTION CENTER

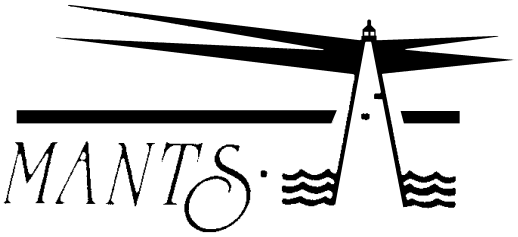
For GPS Users, the address for the Convention Center is: 1 West Pratt Street
Baltimore, Maryland 21201

- Go Straight out of the lot onto West Street
- **Turn Left** onto Leadenhall Street at the first intersection
- **Turn Left** onto West Hamburg Street at second stop sign
- Go Straight on West Hamburg Street over the bridge (Ravens Stadium will be on your left) and get into your Right Lane
- **Turn Right** at light onto Russell Street (CAUTION: an immediate right will put you on Interstate 395, so cross over this entrance ramp before turning right onto Russell Street)
- Get into right lane and drive past Oriole Park and West Camden Street
- **Turn Right** onto Pratt Street and stay in right lane
- **Turn Right** onto Charles Street (Charles Street is after Eutaw, Howard, Sharp and Hanover Streets)
- **Turn Right** into Convention Center Security

DIRECTIONS TO STAGING LOT H FROM THE BALTIMORE CONVENTION CENTER

For GPS Users, the address for M&T Bank Stadium is: 1101 Russell Street
Baltimore, Maryland 21230

- **Turn Right** onto Charles Street out of Convention Center Security
- **Turn Right** onto Conway Street and get into right lane
- Go through second light across Howard Street and over the rail tracks into Oriole Park at Camden Yards
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right,** following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot



DIRECTIONS LEAVING FROM THE BALTIMORE CONVENTION CENTER GOING TO I-95 (N & S) and I-83 N

DIRECTIONS TO I-95 NORTH AND SOUTH

- **Exit the Tunnel from the Baltimore Convention Center**; you will be on Conway Street heading East toward the Inner Harbor
- **Stay on Conway Street** and go to your second light (which is Light Street)
- **Take a Right onto Light Street**
- **Go past the InterContinental Harbor Court Hotel** and through the light at West Lee Street, both of which are on your right
- **Merge into the left hand lane**
- **Turn Left** onto the Key Highway (which looks nothing like a highway and passes through a commercial and a high rent, high rise district). There is a gas station and convenience store along this route
- **Follow the Key Highway to I-95 North and South**
- **By using this route,** you may also access Routes 395, 295, 195, 695 and 97 by getting onto I-95 South and following the directional signs

DIRECTIONS TO I-83 NORTH

- **Exit the Tunnel from the Baltimore Convention Center**; you will be on Conway Street heading East toward the Inner Harbor
- **Stay on Conway Street** and go to your second light (which is Light Street)
- **Take a Left onto Light Street**
- **Get into the Right Lane immediately**; the Inner Harbor Pavilions will be on your right
- **Bear Right** onto Pratt Street and move to the center lane
- **You will crossover** Calvert Street, South Street, Commerce Street and S. Gay Street. The Inner Harbor, ESPN Zone and Hard Rock Café will remain on your right.
- **After you Pass Commerce and Gay Streets, Merge into the Left Turn Lanes** (there are two)
- **Take a LEFT onto President Street** and you will be three blocks from 83 North.

Drive Safely and Thank You for Visiting MANTS

The Mid-Atlantic Nursery Trade Show

Guidelines for the Selling and Buying of Booths

The selling and buying of booths containing green goods at green industry trade shows, including MANTS, has long been a common practice. It is an opportunity that benefits both the seller and the buyer. However, in recent years, there has been an increase in complaints, primarily from buyers, about the unauthorized or accidental removal of purchased green goods from designated and properly tagged lots of purchased items. We have long maintained that **MANTS is not and will not be held responsible** for any plant material that is removed by mistake or perceived to be stolen from booths during move-out. So, for the benefit of all concerned, below are the recommended guidelines that show management and our contracted partners suggest you follow in order to protect the integrity of the booth selling/buying process:

- The buying and selling of booths and their contents is a transaction between the seller and buyer only. Therefore, the responsibility for the goods being sold and bought lies solely with these two parties;
- We strongly recommend and encourage exhibitors to have someone remain with sold booths until they are moved out. If you sell or giveaway your booth, please pass this information onto your buyer. **MANTS cannot and will not be responsible** for anything that is left unattended after the show closes;
- As a service to our exhibitors, MANTS provides colored ribbon and tags with wire which exhibitors must use to designate whether a booth has been donated (green ribbon) or sold (orange ribbon) and to whom specific goods belong (write name and tag each item). These ribbons and tags are available at the Five Star Convention Decorating booth at the back of Hall D beginning at 12:00 pm on the last day of the show;
- **Important Reminder: NO BOOTHS MAY BE WRAPPED in colored ribbon prior to the 2:00 pm close of the show on Friday.** MANTS show management reserves and has previously exercised the right to remove exhibitors from future shows for non-compliance. **We regard early departure from the show as a very serious and unnecessary violation of show rules**;
- Regarding Move-Out and the coordination of the staging lot at M&T Bank Stadium, MANTS makes every effort to get exhibitors over and into the convention center to move-out before buyers and those who pick-up donated green goods. Vehicles are moved to the center as space becomes available at the loading dock and in the halls on the show floor, which is why there is a wait involved at the lot. We take this responsibility very seriously and while no system is perfect, please know that we are making every effort to service our exhibitors first;
- Please report IMMEDIATELY, any issues regarding move-out to a MANTS show representative or floor crew, so that we are aware of and may address the situation as quickly as possible.

Mid-Atlantic Nursery Trade Show, Inc.

Plant Donation Form **

I/We wish to donate the plant material listed below to one of the MANTS approved non-profit agencies. I understand that only plant material and no hardscape goods may be donated. I will provide a receipt to the donee.

Removing Oversized Nursery Stock - MANTS can no longer assume the responsibility for removing over-sized plant material from the show, upon move-out. However, for those exhibitors who wish to bring over-sized plant material but do not wish to take it home from MANTS, one of our exhibitors has stepped forth and requested to be permitted to procure the over-sized material and that he will take responsibility for removing it from the show. If you wish to work out an arrangement with this exhibitor, please let me know by the end of November, and I'll connect the two of you. Thank you for your understanding and compliance.

Please Print (accurately and legibly):

Firm Name: _____

Contact Person: _____

Mailing Address: _____

_____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Approximate number of plants (evergreens, shrubs, trees) being donated: _____

Contents being donated: _____

_____

My Booth Number(s): _____

Authorizing Signature: _____
(by signing this form, I verify that I have read and will comply with the information below)

Please Print Signed Name above: _____

Mail this form to: MANTS
c/o Plant Donations
P.O. Box 818
Brooklandville, MD 21022

Or, Fax this form to: 410-296-8288

Questions?: Please call us at 410-296-6959

*** As a service to our exhibitors, MANTS provides colored ribbon and tags with wire which exhibitors must use to designate whether a booth has been donated (green ribbon) or sold (orange ribbon) and to whom specific goods belong (write name and tag each item). These ribbons and tags are available at the Five Star Convention Decorating booth at the back of Hall D beginning at 12:00 pm on the last day of the show.* ***Important Reminder: NO BOOTHS MAY BE WRAPPED in colored ribbon prior to the 2:00 pm close of the show on Friday.*** *MANTS show management reserves and has previously exercised the right to remove exhibitors from future shows for non-compliance.* ***We regard early departure from the show as a very serious and unnecessary violation of show rules and we appreciate your cooperation.***

Mid-Atlantic Nursery Trade Show, Inc.

Envelope Stuffer Order Form

A sample of the envelope stuffer may be found in the back of this exhibitor package, but attendee brochures were not ready at press time. **Please note that Envelope Stuffer quantities are limited and will be mailed to exhibitors as orders are received.** There are 4 cards per perforated sheet for your convenience and initial orders will be limited to a maximum of 250 sheets per company. The balance of requests over 250 sheets will be filled as quantities allow and after all initial orders have been fulfilled. Attendee brochure quantities are also limited, so please, when ordering, order only what you think you will need. Thank you.

Please Print (accurately and legibly):

Firm Name: _____

Contact Person: _____

Mailing Address: _____

_____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Please send us the following:

_____ Sheets (4 cards per sheet) of MANTS Envelope Stuffers

_____ MANTS Attendee brochures that I may personally distribute

Authorizing Signature: _____

Please Print Signed Name above: _____

Mail this form to: MANTS
c/o Envelope Stuffers
P.O. Box 818
Brooklandville, MD 21022

Or, Fax this form to: 410-296-8288

Questions? - Please call us at 800-431-0066

Mid-Atlantic Nursery Trade Show 2011 Address Label Order Form

Please send me the sets checked below, on labels or disk, for attendees at the January 2011 Show:

Category	Total	LABELS	DISK
_____ All Firms Attending January 5 – 7	3082 labels	**$493.12**	**$775.00**
_____ Allied Supplier	265 labels	**$42.40**	**$63.60**
_____ Arboriculture	92 labels	**$14.72**	**$22.08**
_____ Consulting Services	154 labels	**$24.64**	**$36.96**
_____ Education	126 labels	**$20.16**	**$30.24**
_____ Equipment Dealer	31 labels	**$4.96**	**$7.44**
_____ Equipment Manufacturer	25 labels	**$4.00**	**$6.00**
_____ Financial Services	16 labels	**$2.56**	**$3.84**
_____ Garden Center	790 labels	**$126.40**	**$189.60**
_____ Greenhouse Grower	365 labels	**$58.40**	**$87.60**
_____ Human Resource Services	6 labels	**$0.96**	**$1.44**
_____ Irrigation Specialist	91 labels	**$14.56**	**$21.84**
_____ Landscape Architect	255 labels	**$40.80**	**$61.20**
_____ Landscape Contractor/Maintenance	1022 labels	**$163.52**	**$245.28**
_____ Landscape Distribution Center	178 labels	**$28.48**	**$42.72**
_____ Landscape/Interiorscape Designer	380 labels	**$60.80**	**$91.20**
_____ Lawn Maintenance	281 labels	**$44.96**	**$67.44**
_____ Non-Profit / Gov't Organization	124 labels	**$19.84**	**$29.76**
_____ Nursery Grower	840 labels	**$134.40**	**$201.60**
_____ Press/Media/Garden Writer	26 labels	**$4.16**	**$6.24**
_____ Professional Grounds Maintenance	209 labels	**$33.44**	**$50.16**
_____ Transportation Services	25 labels	**$4.00**	**$6.00**

PLEASE *CHECK ONE OF THE FOLLOWING.* Print Labels: _____ Alphabetically; or _____ by Zip Code
(If A Selection Is Not Made, Labels Will Be Sorted By Zip)

You must complete all of the contact and payment information section below in order to receive your labels:

Company Name: _____

Contact Person (PLEASE PRINT): _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **Email Address:** _____

_____ Please charge my credit card $_____ for our MANTS Order ____Master Card ____Visa

_____ Enclosed is a check for the amount of $_____ for our MANTS Order

Credit Card No: _____ **Expiration Date:** _____

Security Code: _____ (3 digits on back of Visa or MasterCard)

Card Billing Address *(if different from above)*: _____

Signature: _____ **Print Name:** _____

Please fax this form with your credit card info to 410-296-8288. Or, mail it with your check or credit card info to: MANTS Address Labels • P. O. Box 818 • Brooklandville, MD 21022 • All Label Orders are shipped postage paid

MID-ATLANTIC NURSERY TRADE SHOW

Establishing and Updating Your Online Exhibitor Profile (OEP)

The MANTS Online Exhibitor Profile (OEP) has two purposes:

1. **To allow exhibitors to update their contact information at any time.**

   When you have a demographic change, i.e. contact person or phone number has changed, log on to your profile and make these changes. Any contact information can be changed in real time by you, with the exception of a company name. Company name changes must be initiated by show management. You can also log on and retrieve your booth number, if you've forgotten it.

2. **To add detail to how your company is viewed when attendees use the interactive floor plan to search for exhibitors, products, and services desired.**

   Currently MANTS offers exhibitors the opportunity to select from a list of generic products and services. With the OEP, you can add a detailed paragraph description about your company. Keywords from your detailed description will be linked to attendee searches for specific products and services.

To access your OEP:

1. **Log-on** to the MANTS website, www.mants.com
2. **Select** the Exhibitor tab.
3. **Select** "Update Online Exhibitor Profile"
4. You will see a menu bar on the left side of the screen and an alphabetical exhibitor list in the center of the page; **Select** the "Profile Editor" link in the top left hand corner
5. **Log-on** with your user name (e-mail address) and **password** (same as used to pay your online invoice). If you forget or lose your logon information, select the options at the bottom of the page to have this information e-mailed to you
6. **Check the box** in front of "Edit account after logon" and **select** "Sign in to Account." Review all of your contact information and make any changes or corrections necessary. (If you have a change to your company name, contact MANTS show management at 410-296-6959)

   a. **YOU WILL want to add** your website address if it is not already listed. (make sure to include the 'www' to establish a hyperlink)

   b. **YOU WILL want to upload** your logo in the "Account Photo" option

   c. **YOU WILL want to select** the products and services that your company offers, from the drop down boxes

   d. Once you have finished on this page, select "Save Changes"

You may return to this page, anytime throughout the year to update your profile.

(Continued on Page 37)

MID-ATLANTIC NURSERY TRADE SHOW

Establishing and Updating Your Online Exhibitor Profile (OEP)

(Continued from Page 36)

Once you have reviewed and/or made changes to your company information, you will proceed to a screen titled "Exhibitor Profile Editor."

Here, you select the information that you want attendees to see about your company.

1. Once on the "Exhibitor Profile Editor" page, you should:
    a. Select your exhibitor name from the pale blue bar in the middle of the page
    b. The next screen allows you to type a more comprehensive description about your company and the products and/or services you offer. **IMPORTANT: Keyword searches performed by attendees will pick up the words that you use in this product and service description.** For example, instead of being "just" a "Grower", you have the opportunity to specify what types of plants you grow, like azaleas, box woods, Christmas trees ... etc. You have 1,000 characters to differentiate yourself from other exhibitors. And, you may type it directly into the notes box provided or copy and paste your description into the box from an existing Word document
    c. When you have finished with this page, select "Save Profile."

8. Next, preview your profile page, by selecting the "View my Profile" link at the top of the page under the "General Information" header.

We recognize that there is a learning curve in learning to use this system, so if you have any questions regarding the online exhibitor profile (OEP), please call us at 410-296-6959, rather than e-mail. A "real" conversation will probably offer a faster resolution to your question.

The Mid-Atlantic Nursery Trade Show, Five Star Convention Decorating and ABF Freight System, Inc. has teamed up to assist MANTS exhibitors with their shipping needs.

The *MANTS Show in Baltimore* is almost upon us. And if you have not yet made arrangements for the transportation of your exhibit materials, *now is the time* to arrange your company's hassle free exhibit transportation needs with:

ABF FREIGHT SYSTEM, INC

ABF is the preferred carrier for the MANTS Show and as such is offering special pricing for CARAVAN SERVICES to the following green industry trade shows *after* MANTS:

- **CENTS in Columbus**
- **TPIE - Tropical Plant Industry Exhibition in Ft. Lauderdale**
- **Mid-AM Horticultural Trade Show in Chicago**
- **New England Grows in Boston**

Why should your company contact ABF's Trade Show Services Division at 1-800-654-7019?

- By calling, you can set-up an account, apply for credit with ABF, obtain quotes, schedule your pick-up ***going to and from the show***, and get expert assistance from a professional, knowledgeable Trade Show Coordinator;
- ABF can meet any transit or delivery requirement from next and 2nd day to whatever your company and trade show needs are;
- Your shipment will be monitored every day to be sure it delivers on the date you require and if needed, ABF offers up to 30 days free storage between your shows;
- ABF will have on-site Trade Show Specialists at the shows listed above to help your staff with any questions/paperwork on your outbound freight and to alleviate any freight worries they may have.

To Contact ABF, please call: 800-654-7019 or E-mail: tradeshow@abf.com or to obtain a quote regarding transportation, complete the information request below and fax it to 800-836-3320.

Name of Show: _____ **Location of show:** _____

Show Date(s): _____ **Booth #(s):** _____

Date Shipment ready for pickup: _____ **Date of return:** _____

Contractor's Name: _____ **Weight:** _____ **# of pieces:** _____

Company Name: _____ **Contact Name:** _____

Shipped from: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

MANTS, Five Star Convention Decorating and ABF look forward to serving you in January!

UTILITY ORDER FORM

MAIL OR FAX TO

ELECTRICAL EXHIBITION SERVICES
1 West Pratt Street, Baltimore, MD 21201
Ph: (410) 649-7321 Fax: (410) 649-7327
baltimore@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	

EVENT: **Mid-Atlantic Nursery Trade Show**

FACILITY: **BALTIMORE CONVENTION CENTER**

DATES: **January 11-13, 2012**

Event/Password # **012013BA**

ELECTRICAL SERVICES

ELECTRICAL OUTLETS - Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

120 VOLT - EXHIBIT HALLS A—G AND BALLROOM	QUANTITY For Show Hours Only	QUANTITY For 24hrs Double price	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
0 - 500 WATTS (5 AMPS)	_____	_____	86.00	120.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	106.00	148.00	_____
1001—1500 WATTS (15 AMPS)	_____	_____	128.00	179.00	
1501 - 2000 WATTS (20 AMPS)	_____	_____	148.00	207.00	_____
120 VOLT - ALL OTHER AREAS					
0 - 500 WATTS (5 AMPS)	_____	_____	93.00	140.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	114.00	171.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	133.00	200.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	160.00	240.00	_____
208 VOLT SINGLE PHASE - ALL AREAS					
20 AMPS	_____	_____	275.00	330.00	_____
30 AMPS	_____	_____	320.00	448.00	_____
Misc. 208V Services (Call for quote)	_____	_____	_____	_____	_____
208 VOLT THREE PHASE - ALL AREAS					
20 AMPS	_____	_____	305.00	427.00	_____
30 AMPS	_____	_____	450.00	630.00	_____
Misc. 208V Services (Call for quote)	_____	_____	_____	_____	_____

PLUMBING SERVICES

FILL & DRAIN SERVICES					
0 - 100 Gallons	_____	_____	139.00	139.00	_____
101-200 Gallons	_____	_____	195.00	195.00	_____
Each Additional 200 Gallons	_____	_____	50.00	50.00	_____
Misc. Services (Call for quote)					

PLACE YOUR TOTAL PAYMENT HERE

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

FOR ADVANCE PAYMENT PRICE
to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this
DEADLINE DATE OF:
December 18, 2011
Avoid Duplication !!
If you fax this form with credit card info, do not mail the original form or send another form of payment.

ON LINE ORDERING
This show is available on line. Visit www.edlen.com. Use the **event #** above as your password.

ISLAND BOOTHS
Material charges may apply. If you require services not listed on this form please call for a quote.
All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES
Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS
Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY	
DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

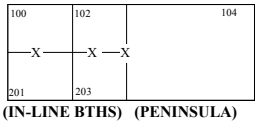
COMPANY NAME:	PHONE:	FAX:	
ADDRESS:	CITY:	ST:	ZIP:
SIGNATURE:	PRINT NAME:		Country:
EMAIL ADDRESS:			
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)			
ADDRESS:	CITY:	ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

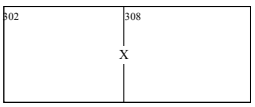
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current , voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than $50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

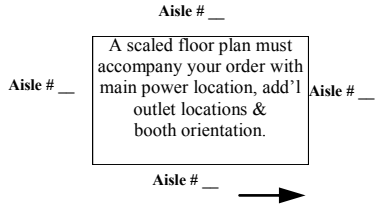
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



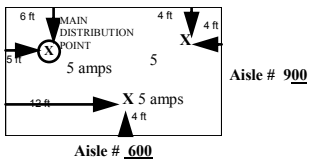
(IN-LINE BTHS) (PENINSULA)



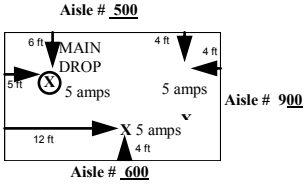
(BACK TO BACK PENINSULAS)


Aisle # __
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # __
Aisle # __
Aisle # __

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

THE CENTER

Baltimore Convention Center
1 West Pratt Street
Baltimore
Maryland 21201-2499

TELECOMMUNICATIONS SERVICE ORDER FORM

For The Most Up-to-Date Order Form, Please Visit:
http://www.bccenter.org/downloads/files/telecom_proof.pdf

Services Provided by:
M.C. Dean, Inc.

For service and order inquiries please **contact Martin Husbands**
at (410) 649-7097 or via Fax at 1-877-819-4023

EVENT NAME:	Today's Date:	Your Expected Setup Date:	Requested Date of Connection
EXHIBITOR NAME:	Onsite/Event Day Contact & Phone #	Booth(s) or Room #(s):	

TELEPHONE SERVICE: Standard phone service includes the one-time installation and removal of a single line, a handset if needed, and up to a 25 foot cord.
HIGH SPEED INTERNET: High speed internet access guarantees a *minimum* data rate of 512k and includes the one-time installation and removal of a single network connection and up to a 25 foot cord.
EQUIMENT RETURN: All equipment and cabling that is damaged, or is not returned to the Baltimore Convention Center will be billed to the responsible party.
RATE CHANGE: All rates are subject to change without notice.

†STANDARD RATE: The 'Standard Rate' (see below) will be applied to all orders not received 21 days prior to show opening date.

Item# Qty.	TELEPHONE SERVICES	ADVANCED RATES	†STANDARD RATES	EXTENDED TOTALS
	Single Analog Telephone Line: Unlimited local dialing and incoming calls (PBX Switched 'Dial-9' phone line with public number. Best suited for standard Incoming & Outgoing Voice Communications)	$295 (Per Line, Per Event)	$395 (Per Line, Per Event)	$ -
	Dedicated Analog Telephone Line: Unlimited local dialing and incoming calls (Standard Direct-Dial phone line with public number. Best suited for Outgoing Credit Card & Modem Service)	$325 (Per Line, Per Event)	$425 (Per Line, Per Event)	$ -
	Multi Line/Digital Telephone Line: Unlimited local dialing and incoming calls (PBX Switched 'Dial-9' phone line with public number. Best suited for standard Incoming & Outgoing Voice Communications)	$395 (Per Line, Per Event)	$475 (Per Line, Per Event)	$ -
	ISDN BRI: Client must provide their own ISDN Router. (Usage charge will be dilled at $0.03 for local /per MIn and $0.28 for long distance per Min)	$645 (Per Line, Per Event)	$968 (Per Line, Per Event)	$ -
	Long Distance Capability: If yes, enter Qty. of lines needing LD. *A credit card# must be provided (below) to receive LD capability	*Any LD Usage Will Be Billed Following Event At $0.25/Min		
	Telephone Handsets Required? If yes, enter Qty. of lines needing Handsets.	*Single Line Handsets Provided As Needed At *No Addtl Charge*		

Qty. ☐ **Voice Mail - $20** (Per Line, Per Event) Qty. ☐ **Call Forwarding - $5** (Per Line, Per Event) Qty. ☐ **Call Waiting - $10** (Per Line, Per Event) $ -

Item# Qty.	INTERNET / SPECIALTY SERVICES / EQUIPMENT	ADVANCED RATES	†STANDARD RATES	EXTENDED TOTALS
	High Speed Internet Access (HSIA): An internet connection is required for any exhibitor requiring internet service. The internet connection includes one 10/100BaseT shared media port and one IP address. If additional nodes will be connected, additional IP Addresses must be purchased.	$995	$1,325	
	Wireless Internet Access: Provides 802.11G internet access for one wireless client (requires unique username & password). If additional wireless clients will be connected, additional username & passwords must be purchased.	$795	$1,095	
	Dedicated T1. + 8 Additional IP Addresses: A 1.5Mb of dedicated bandwidth between exhibitor & BCC Internet Service Provider. ****NEW>> Dedicated 3Mbps thru 30Mbps also available. Please call for pricing and availability.**	$2,795	$3,795	
	Additional IP Addresses are for all additional users of each HSIA base connection. Exhibitors must purchase one IP address for each node/user also using internet service. No proxy server, Network Address Translation (NAT), or any other type of gateway or IP sharing device may be used to provide access for multiple nodes through the purchase of a lesser number of IP addresses. In the event such a device is used, one IP address must be purchased for the gateway and one for each node using the gateway. - (Hub/Switch required)	$125	$150	
	VLAN/Point-to-Point Connection	$250	$285	
	Hub/Switch Rental: These are typically 4 to 8 port, unmanaged 10/100BaseT devices.	$100	$125	
	Hub/Switch Rental: These are typically 16 port, unmanaged 10/100BaseT devices.	$200	$225	
	Patch Cables: Patch cables are available in lengths from 25 to 50 feet. These are Category-5, 10/100BaseT patch cables.	$35	$50	
	Cable Television Connection: Services provided by Comcast	$295	$450	
	Technical Support for issues not related to the physical connectivity of ordered services will be charged at a rate of $65 per hour with minimum one hour charge.	$65 (Per Hour)		

Every effort will be made to have service(s) available for use at least 4 hours prior to the date and time indicated in the "... Services First Required" block located in the top-right corner of this form. Lines will be installed using the most logical placement unless a detailed diagram is provided by the customer with this form. Disconnection will generally occur within 1 hour after published close of event.

Subtotal	$ -
6% PSC Taxes	$ -
Tax Exemption Cert #	
Grand Total	$ -

Special Instructions:

--- CHECK OR CREDIT CARD PAYMENT INFORMATION MUST ACCOMPANY ORDER ---

PAYMENT AMOUNT ENCLOSED $ _____ CHECK NUMBER _____ (If Applicable)

☐ AMEX ☐ VISA ☐ MASTERCARD

CREDIT CARD NUMBER _____ EXPIRATION _____

CVC Code (from back of card) _____

NAME ON CREDIT CARD _____ (Exactly as it appears on credit card)

AUTHORIZED SIGNATURE _____ (Must be signed in ink) *My signature also authorizes any unpaid balance be charged to this credit card.*

Company: _____ **INDIVIDUAL PLACING ORDER:** *{Required}*

Address: _____ **Name:** _____

City: _____ **Email Address:** _____

State: Zip: **Contact Phone No:**

NOTES

(rev. 091001)

Mid-Atlantic Nursery Trade Show, Inc.

Wireless Internet Order Form – 2012

Wireless Internet Service is now available on the show floor directly through MANTS as we were able to negotiate substantially lower rates than in the past. The cost has decreased by 650% and is now available at $150 per connection. Please use this faxable order form to order wireless internet access in your exhibit space. Should you have any questions regarding wireless internet service, please call us at (800) 431-0066 or email **mantsinc@aol.com**.

ALL FORMS must be filled out completely (neatly and legibly) and mailed to the address at the bottom of the form or faxed to us with your credit card billing information at 410-296-8288.

Please print the information requested below *(neatly and legibly) except for the signature:*

Company Information

Exhibiting Company: _____

Booth Number(s): _____

Contact Person: _____

E-mail Address: _____

Contact Phone #: _____

Authorizing Signature: _____

Payment Information

Fax this form with credit card information to 410-296-8288

Payment Type (√ one): Amex: _____ MC: _____ VISA: _____

Name on card: _____

Credit Card Number: _____ Expiration Date: _____

Security Code: (The last 3 digits, or 4 on AMEX, from the signature box on the back of the credit card) _____

Billing Address of Card: _____

(If different from above) _____

Signature of card holder: _____

Or, Mail this form with a check for $150 to:

MANTS
c/o Wireless Internet
P.O. Box 818
Brooklandville, MD 21022

Phone: 410-649-7314
E-Mail: exhibits@projection.com
Fax: 410-649-7061

PROJECTION

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Computers & Accessories	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
Laptop: Intel Core 2 Duo, 2GB Memory, 160GB Hard Drive, DVD/CD-R, 15.4" Display, WIN XP Ofc. 2007 Pro, Norton Anti-Virus, WiFi, 10/100/1000 NIC, Mouse & Cable Lock		$325	$400		
Desktop: P IV 3.0Ghz, 1GB, 80GB Hard Drive, DVD/CD-RW, WIN XP Ofc. 2007 Pro, Norton Anti-Virus, Gigabit Ethernet, Mouse & Keyboard (17" *display included*)		$450	$550		
Computer Speakers		$30	$40		
Wireless PC Remote Control		$25	$35		
Keyboard & Mouse Set		$50	$65		
Computer Flat Panel Displays	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
17" LCD Resolution: 1280 X 1024 **Please Indicate: Table Top Stand** ☐ **Wall Mount** ☐		$150	$175		
19" LCD Resolution: 1280 X 1024 **Please Indicate: Table Top Stand** ☐ **Wall Mount** ☐		$200	$250		
24" LCD Resolution: 1920 X 1200 **Please Indicate: Table Top Stand** ☐ **Wall Mount** ☐		$350	$425		
Video Equipment & Flat Panel Display	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
DVD Player (with repeat - plays NTSC only)		$100	$125		
Code/Region Free DVD Player (with repeat - plays PAL/SECAM/NTSC)		$150	$200		
Blu-ray Player (with repeat)		$250	$300		
26" LCD with Built-in DVD Player (no repeat - not for use with computers) Resolution: 1366 X 768 Internal Speakers **Please Indicate: Table Top Stand** ☐ **Wall Mount** ☐		$375	$425		
Computer/Video Flat Panel Displays	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
32" HD LCD Resolution: 1920 X 1080 Internal Speakers **Please Indicate: Table Top Stand** ☐ **Wall Mount** ☐ **Floor Stand** ☐		$500	$600		
42" HD LCD Resolution: 1920 X 1080 Internal Speakers **Please Indicate: Table Top Stand** ☐ **Wall Mount** ☐ **Floor Stand** ☐		$700	$800		
52" HD LED Resolution: 1920 X 1080 Internal Speakers **Please Indicate: Table Top Stand** ☐ **Wall Mount** ☐ **Floor Stand** ☐		$850	$950		
60" Plasma Resolution: 1365 X 768 Attachable Speakers Included **Please Indicate: Table Top Stand** ☐ **Wall Mount** ☐ **Floor Stand** ☐		$1,500	$2,000		
Audio Equipment	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
Wireless UHF Mic Kit **Please Indicate: Lavaliere** ☐ **Headset** ☐ **Handheld** ☐		$300	$375		
Small Booth Sound System Includes: 1 Speaker / 1 Floor Stand / Mixer / 1 Wired Handheld Microphone		$300	$375		
Large Booth Sound System Includes: 2 Speakers / 2 Floor Stands / Mixer / 1 Wired Handheld Microphone		$400	$500		
Miscellaneous Items	**Qty.**	***Advance Rate**	**Standard Rate**	**Total**	
Shelf For Plasma/LCD Floor Stand		$50	$65		
42" Monitor Cart with Skirt		$60	$75		
54" Monitor Cart with Skirt		$60	$75		

Company Name:	**Booth Number:**	**Sub Total:**

Phone: 410-649-7314
E-Mail: exhibits@projection.com
Fax: 410-649-7061

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Exhibit Information

Event Name:	
Company Name:	Onsite Contact:
Booth #:	Onsite Contact Cell Phone #:
Delivery Date:	Ordered By:
Delivery Time: [ ] 8A-10A [ ] 10A-12P [ ] 1P-3P [ ] 3P-5P	E-Mail Address:

A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended booth.

Secondary Contact Name & Cell Phone #:	Secondary Email Address:

Order Instructions & Other Equipment

Totals

1) EQUIPMENT TOTAL:	1)_____
2) DELIVERY & DRAYAGE - 15% of line 1:	2)_____
3) EQUIPMENT SET-UP & DISMANTLE - 15% of line 1, or $120.00, whichever is greater:	3)_____
4) ORDER SUB TOTAL:	4)_____
5) STATE SALES TAX - 6% of line 1:	5)_____
6) TOTAL DUE:	6)_____

Payment Information

Company Name:	Credit Card Billing Address: City: State: Zip:
Authorization Signature:	☐ American Express ☐ MasterCard ☐ VISA ☐ Check (US Only) ☐ Wire Transfer
Printed Name:	Card Number: _____ Exp. Date: _____ / _____

Remit to:

PROJECTION **Phone: 410-649-7314**	**Projection** **One West Pratt Street** **Baltimore, MD 21201** **Fax All Orders To: 410-649-7061** **E-Mail: exhibits@projection.com**

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E-Mail: exhibits@projection.com
Fax: 410-649-7061

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RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ AND AGREED TO THE FOLLOWING TERMS AND CONDITIONS:

Signed: Date:

Company Name	Booth Number